

SPEECH

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4 March 1964

ORR - Vital Records Workshop

Good morning, Ladies and Gentlemen.

I am grateful to [] for inviting us to come here to tell you about the Agency's Records Management Program, and particularly to discuss Vital Records.

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CIA actively started its Records Management Program in 1952. ORR was one of the first major organizations in the Agency to show keen interest in records management. For more than 10 years members of our Staff have worked with many of your key officials in developing filing systems, preparing Records Control Schedules and helping in the organization of your vital records program. Such people [] [] were particularly instrumental in getting some of the pioneer work done. Dr. Guthe, always supported records management, and as a result you have one of the finest records program in the Agency. Based on the ideas that [] have discussed with me recently, I am sure that your future program will be even better.

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Even though some of you are familiar with the Agency Records Management Program, I think it is appropriate to take a few minutes to tell you a little bit about it and some accomplishments through the use of the Program.

What is Records Management? It is a tool for you as managers and you as researchers to use in carrying out your basic functions promptly, effectively and economically. Records Management is concerned with the life cycle of paper--from Creation to Cremation. Specifically, it ~~includes~~ Vital

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Records, Forms, Correspondence, Reports, Filing Equipment, Filing Supplies, Files Arrangement, Mail Operations, Records Scheduling, Operation of Records Center and Vital Records Repository.

The use of Records Management as a tool in Administration has been emphasized recently by President Johnson. On 11 December 1963, the President told his Cabinet: "Cut out Expensive paperwork because it breeds over staffing". "In short, I want you to give as much attention to management as you do to your programs".

Why do we need Records Management"

First: Every year we created over two million pieces of new paper. This amount alone would require over 12,500 pieces of filing equipment costing over \$3 million.

Second: We need more space -- People and paper cannot occupy the same space.

Third: Records Management saves Money -- From 1954 - 1963 the use of records management techniques have provided savings of over @12½ Million to our Agency. (See Chart)

Fourth: Records Management is required by law.

Fifth: We must safeguard and protect our Vital Records.

Recently, I read that a half million scientists are at work in the world today churning out new facts that doubles the worlds scientific knowledge every 8 years. About one million research papers are published every year, in 100,000 technical journals in may languages. You people in ORR are particularly concerned about scientific data. The amount of time spent in Research for Scientific data, therefore should not be jeopardized

by the possibility of losing your valuable data through disasters.

This is why a vital records program is so important in ORR.

The vital records program should be more than a scheme for placing records in cold storage until they may be needed; the program can be the key to numerous improvements in data handling and data keeping - it can be the catalyst for the complete re-design an information system. It can be the means to effect important economics in paperwork.

A comptroller of a large industrial concern recently showed his vital records program to a group of important visitors; they were most impressed by the small number of papers selected for storage and by the simple method for keeping the system current - a daily change sheet - but what interested the visitors most was this statement of the comptroller.

"This is the best thing that ever happend to me. For the first time

I really know the status of our accounts on a daily basis. And for the first time I have all of the essential information in one report. I don't have to shuffle through a lot of papers to get the picture." He used the catalyst approach the results were evident.

Sometimes I am asked where we should start a records management program. It's like drawing a circle - wherever you start one part is dependent upon the other and it doesn't make any difference where you start. However, I believe that Vital Records~~MM~~ was actually the beginning of our Agency records program; it was our catalyst too, and we consider it to be an important integral part of our own program today.

This presentation that [] will now make is a modefied version of a Workshop developed for Agency Records Officers about a year ago - We now present it at the National Archives to selected Federal Officials who

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are participating in a Records Management Seminar.

[] has been on our Staff for almost 14 years [] has been concerned with every phase of Records Management but has specialized in Vital Records - He has become familiar with these programs in several Federal Agencies and in some industrial concerns.

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